



Annapolis

FOR OFFICE USE

ONLY:

Zoning Approval _____

Zoning District _____

Pre-Approval _____

Fire Approval _____

Tax Acct. # _____

APPLICATION FOR BED AND BREAKFAST OPERATING LICENSE

RESIDENTIAL CONSERVATION OVERLAY DISTRICT - EASTPORT

MUST PRINT OR TYPE

PROPOSED ADDRESS OF BED & BREAKFAST: _____

COMPLEX NAME (if applicable): _____

APPLICANT: _____ DAY TELEPHONE: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

Number of off-street parking spaces to be provided for transient guests: _____

Number of bedrooms to be rented for transient guests: _____ Total number of bedrooms in structure: _____

Floors of living space available: _____ What is the current use of the structure: _____

Our proposed Bed and Breakfast establishment will be within the following category:

_____ **Category A:** We will have three (3) or less transient guests.

_____ **Category B:** We will have four to sixteen (4-16) transient guests.

NOTE: CITY CODE SECTION 21.04.090 Limits transient Lodging to Maximum Five (5) Rooms

CITY CODE PROVISIONS FOR BED AND BREAKFAST **Reference Sections 21.04.090, 21.50.025 and Chapters 17.40. & 17.44**

1. "Bed & Breakfast Home" means a single-family, owner-occupied detached dwelling which provides only transient lodging in not more than five rooms with a maximum stay of fourteen consecutive nights. A Bed & Breakfast home may provide no food or beverage service for the transient guests other than breakfast provided in the areas of the dwelling commonly used by the resident family for the consumption of food.
2. Bed & breakfast homes holding a valid, current license issued by the City pursuant to Chapter 17.44 as of June 20, 1994 are not subject to the locational limitations found in Section 21.50.025, Section 21.51.050 and Section 21.69.045.
- 3.
4. The individual recorded owner of the property shall be the operator of the Bed & Breakfast and reside on the premises. No resident managers shall be allowed to operate a bed & breakfast.
5. Structure (house) shall be at least five years old to have a Bed & Breakfast, Section 21.69.047(A). Any house newer than five years would require a special exception.
6. The number of guests cannot exceed the maximum allowed by the Life Safety Code.
7. There shall be only one kitchen within the entire dwelling unit. No cooking facilities shall be permitted in guest rooms.
8. Bed & breakfast homes shall not have a "separate" apartment within the entire dwelling or on the subject property such as a carriage house, garage, etc.

9. Bed & breakfast homes shall have “interior” stairs to serve all habitable living spaces within the entire dwelling including basements and attics, with the exception of any Bed & Breakfast homes holding a valid, current license issued by the City pursuant to Chapter 17.44 as of June 20, 1994.
10. Bed & Breakfast homes shall provide a minimum number of off-street parking spaces in accordance with the following schedule: One space for a one or two guest room Bed and Breakfast, three spaces for a three guest room Bed and Breakfast, four spaces for a four guest room Bed and Breakfast and five spaces for a five guest room Bed and Breakfast.
11. Required off-street parking may be provided within an existing garage, driveway or parking area. Where feasible, parking areas shall be provided at the rear or side of the property, but in no case shall parking be provided in the established front yard. When located next to a residence, parking shall be screened and maintained with dense planting or other appropriate screening to buffer the parking from abutting properties subject to the provisions of site design review under Chapter 21.98.
12. Signage shall be limited to a single sign not exceeding two square feet in area. Signage will be coordinated with Planning & Zoning and Department of Neighborhood & Environmental Programs.
13. The applicant for a Bed & Breakfast license shall post a public notice on the property indicating that a Bed & Breakfast license for the property is being sought. This sign shall be posted for a period of not less than ten days.
14. A rental license shall be obtained from the Department of Neighborhood and Environmental Programs.
15. The resident owner shall keep a current guest register including names, addresses and dates of occupancy of all guests available for inspection by the licensing agency.
16. The use shall be subject to all applicable City Code Regulations including but not limited to building, fire and health regulations.
17. For each side of a block between two intersecting streets there shall be no more than two Bed and Breakfast homes and no two Bed & Breakfast homes to be located on adjacent properties with the exception of Bed & Breakfast homes holding a valid, current license issued by the City pursuant to Chapter 17.44 as of June 20, 1994.
18. No Bed & Breakfast homes shall be located in an attached dwelling with the exception of Bed & Breakfast homes holding a valid, current license issued by the City pursuant to Chapter 17.44 as of June 20, 1994.
19. In the case of license for a Bed & Breakfast holding a valid, current license by the City pursuant to Chapter 17.44 as of June 20, 1994, nothing in these regulations shall preclude the renewal or transfer of that license.
20. The Bed & Breakfast operating license must be renewed every year. Inspections are required every year at least once and also on a complaint basis. A new license will not be issued until inspections are approved and licenses may be suspended or revoked at any time for Code violations.
21. The annual operating licensel fee is fifty-five dollars (\$55.00) per bedroom rented to transient guests and payable in advance of license issuance.
22. No license is transferable to another person. **ALL** fees paid are **NOT** refundable.

I/We have read and understand the City Code provisions of my/our proposed Bed & Breakfast will comply.

Owner

Date